

## ATTACHMENT 3

### Rounding guidelines for child care coordination services

Time units are calculated based on rounding accumulated minutes of service for the entire month. The following chart illustrates the rules of rounding and gives the appropriate billing unit.

Accumulated time	Unit(s) billed
1-5 minutes	.3
6-10 minutes	.7
11-15 minutes	1.0
16-20 minutes	1.3
21-25 minutes	1.7
26-30 minutes	2.0